

# NEW!!!

## On-Line Safety Training

You can now take safety training at your own computer and you don't need course CDs! The Safety Office has upgraded its computer-based training from a CD-ROM version to web-based. It looks slightly different but works much the same.

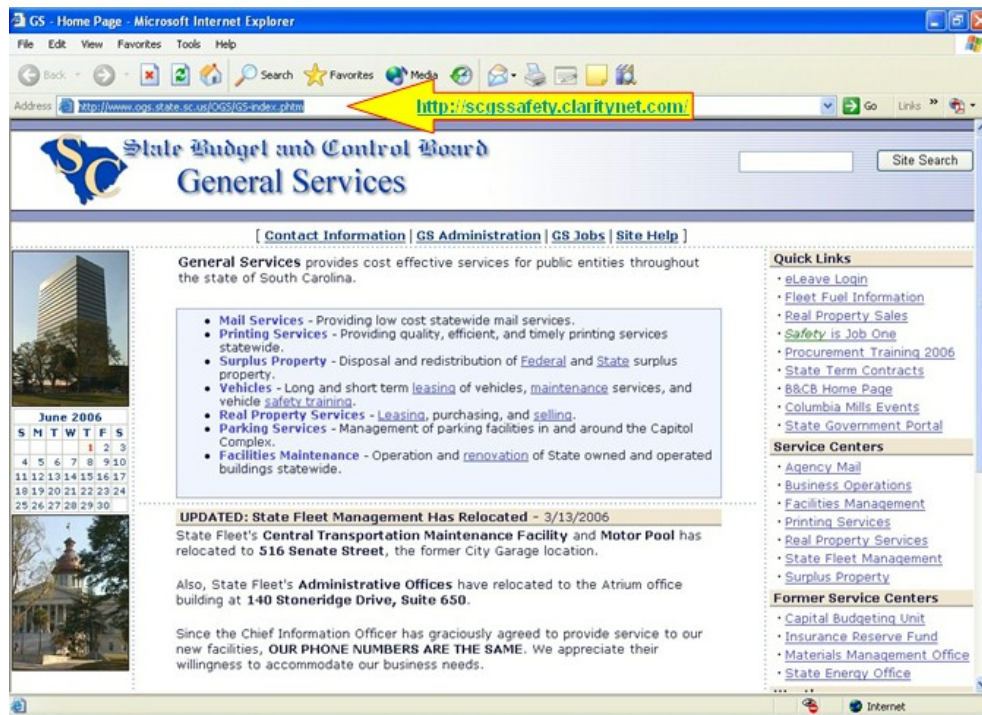
**NEEDED EQUIPMENT:** A multimedia computer with *Internet Explorer*  
(The Business Operations - Information Systems Team installs these requirements)

**WHERE TO GO** for Safety Training:



Click on the GS Safety Training Shortcut icon on your desktop or ...

1. Open *Internet Explorer*
2. Type in (or highlight, Copy then Paste ) the following address  
<http://scgssafety.claritynet.com/> into the Address line and select Go.



...This will take you to the *User Login* page.

3. (OPTIONAL - RECOMMENDED) Bookmark this page
  - a. Click on [Add this page to your favorites](#)
  - b. Recommend changing the Name to “Safety Training”
  - c. Click on “OK”

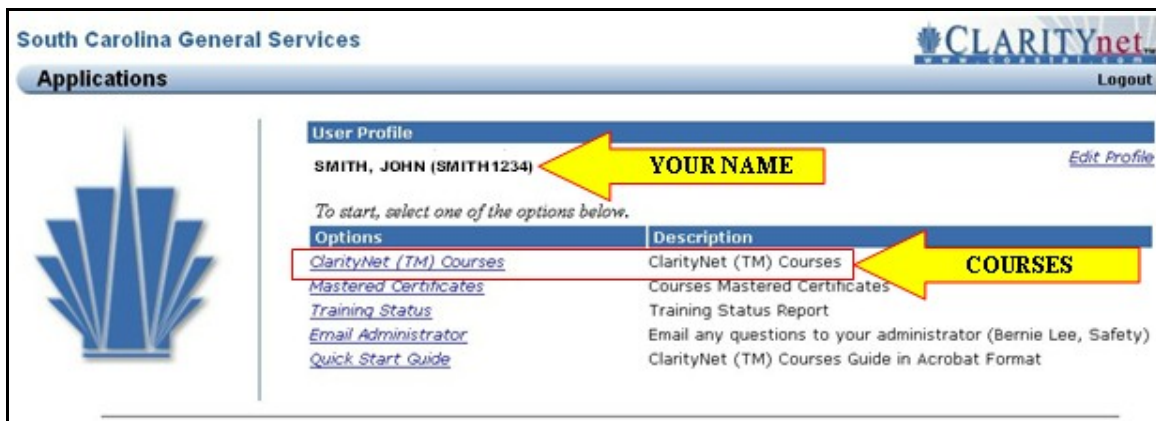


**LOGIN – USER ID:** Type in your *User ID*, which is your *Last Name* and the *Last Four* numbers of your Social Security Number (Example: Smith1234) then select the “Submit” button.



If you are unable to Log In, call Bernie Lee, 737-2315.

After Login, you should see the **Applications** page with your name listed under the **User Profile** header.



South Carolina General Services

Applications

CLARITYnet™

Logout

**User Profile**

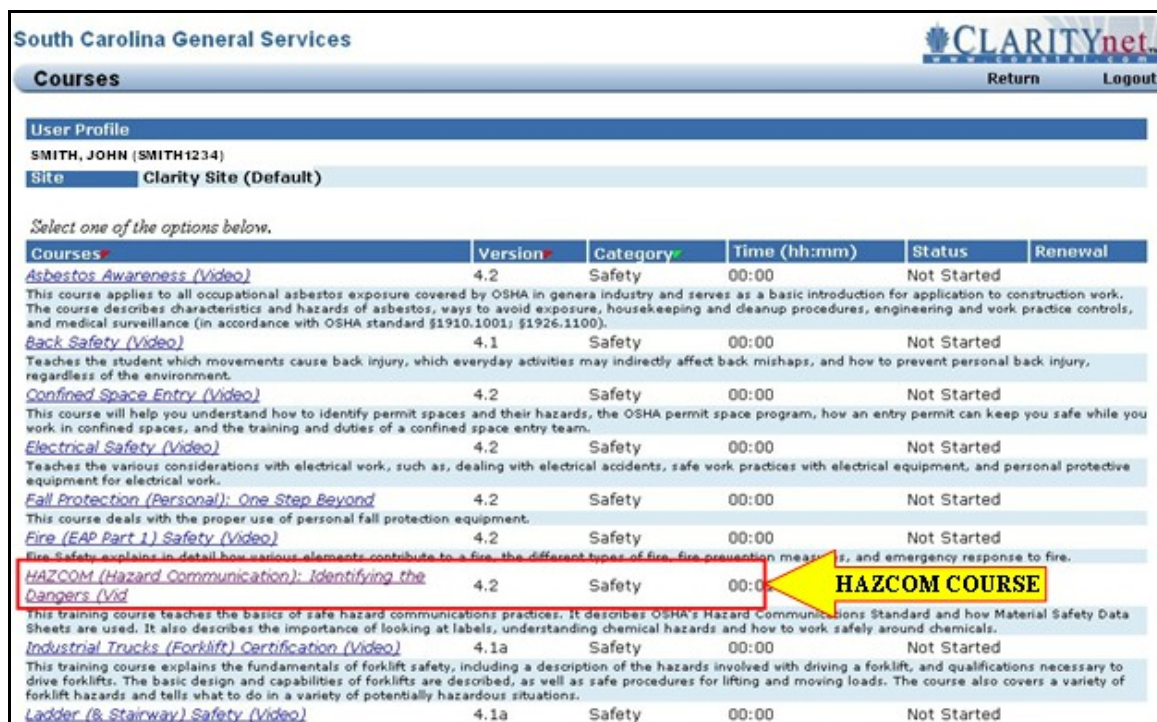
SMITH, JOHN (SMITH1234) **YOUR NAME** [Edit Profile](#)

To start, select one of the options below.

Options	Description
<b>ClarityNet (TM) Courses</b>	ClarityNet (TM) Courses <b>COURSES</b>
<a href="#">Mastered Certificates</a>	Courses Mastered Certificates
<a href="#">Training Status</a>	Training Status Report
<a href="#">Email Administrator</a>	Email any questions to your administrator (Bernie Lee, Safety)
<a href="#">Quick Start Guide</a>	ClarityNet (TM) Courses Guide in Acrobat Format

## TO TAKE A SAFETY COURSE

- Under **Options**, select “[ClarityNet \(TM\) Courses](#).” This opens a **Courses** page with all available computer courses listed alphabetically.



South Carolina General Services

Courses

CLARITYnet™

Return Logout

**User Profile**

SMITH, JOHN (SMITH1234)

Site **Clarity Site (Default)**

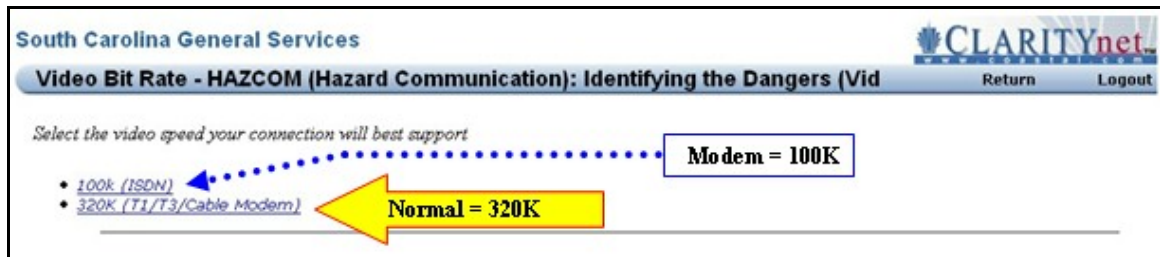
Select one of the options below.

Courses	Version	Category	Time (hh:mm)	Status	Renewal
<a href="#">Asbestos Awareness (Video)</a>	4.2	Safety	00:00	Not Started	
This course applies to all occupational asbestos exposure covered by OSHA in general industry and serves as a basic introduction for application to construction work. The course describes characteristics and hazards of asbestos, ways to avoid exposure, housekeeping and cleanup procedures, engineering and work practice controls, and medical surveillance (in accordance with OSHA standard §1910.1001; §1926.1100).					
<a href="#">Back Safety (Video)</a>	4.1	Safety	00:00	Not Started	
Teaches the student which movements cause back injury, which everyday activities may indirectly affect back mishaps, and how to prevent personal back injury, regardless of the environment.					
<a href="#">Confined Space Entry (Video)</a>	4.2	Safety	00:00	Not Started	
This course will help you understand how to identify permit spaces and their hazards, the OSHA permit space program, how an entry permit can keep you safe while you work in confined spaces, and the training and duties of a confined space entry team.					
<a href="#">Electrical Safety (Video)</a>	4.2	Safety	00:00	Not Started	
Teaches the various considerations with electrical work, such as, dealing with electrical accidents, safe work practices with electrical equipment, and personal protective equipment for electrical work.					
<a href="#">Fall Protection (Personal): One Step Beyond</a>	4.2	Safety	00:00	Not Started	
This course deals with the proper use of personal fall protection equipment.					
<a href="#">Fire (EAP Part 1) Safety (Video)</a>	4.2	Safety	00:00	Not Started	
Fire Safety explains in detail how various elements contribute to a fire, the different types of fire, fire prevention measures, and emergency response to fire.					
<b>HAZCOM (Hazard Communication): Identifying the Dangers (Vid)</b>	4.2	Safety	00:00	Not Started	
This training course teaches the basics of safe hazard communications practices. It describes OSHA's Hazard Communications Standard and how Material Safety Data Sheets are used. It also describes the importance of looking at labels, understanding chemical hazards and how to work safely around chemicals.					
<a href="#">Industrial Trucks (Forklift) Certification (Video)</a>	4.1a	Safety	00:00	Not Started	
This training course explains the fundamentals of forklift safety, including a description of the hazards involved with driving a forklift, and qualifications necessary to drive forklifts. The basic design and capabilities of forklifts are described, as well as safe procedures for lifting and moving loads. The course also covers a variety of forklift hazards and tells what to do in a variety of potentially hazardous situations.					
<a href="#">Ladder (&amp; Stairway) Safety (Video)</a>	4.1a	Safety	00:00	Not Started	

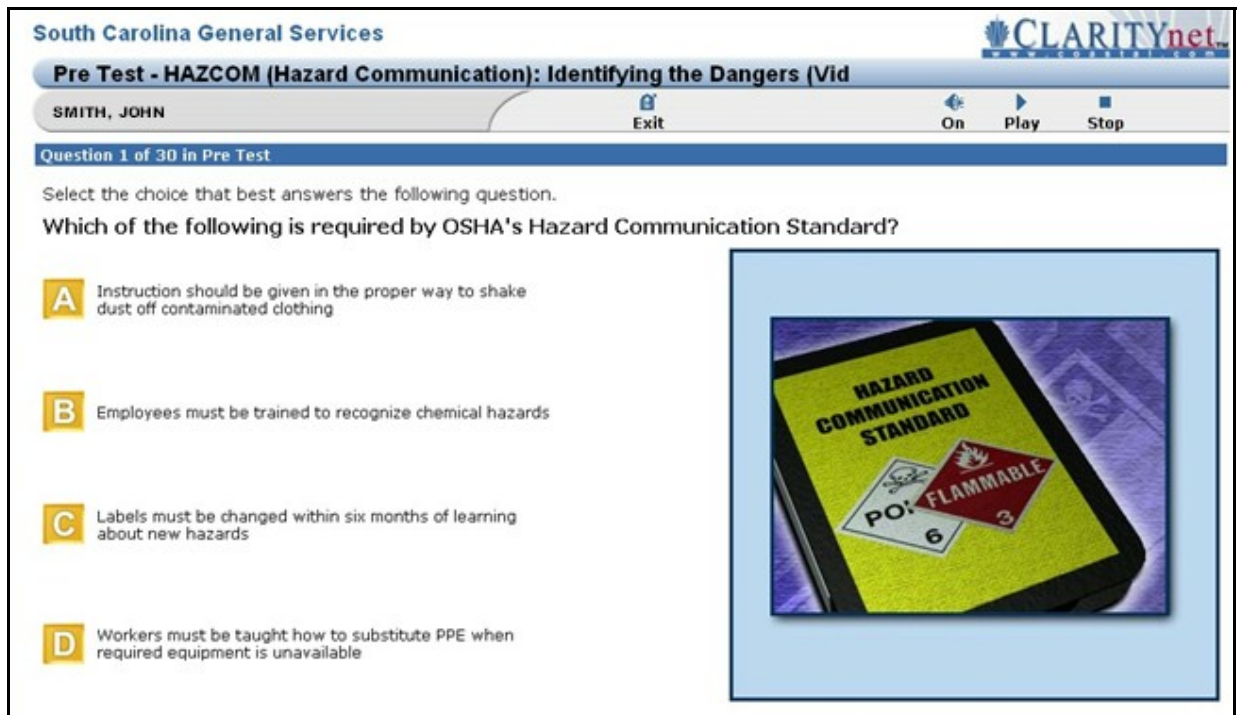
- Select the desired course by clicking on the **Course Title**.  
Example: HAZCOM (Hazard Communication)  
NOTE: Your Supervisor or team's Training Coordinator will remind you what training you need to take.



3. Courses are available at two speeds (bit rates). Select **320K/sec** (100K/sec if you use a telephone modem).



4. You will either take a Pre-Test with Multiple-Choice and True-False questions...



**Passing Score is 70% or better** for all tests, including Pre-Tests.  
Course Credit will be given for passing the Pre-Test (you do not have to take the instruction if you pass the Pre-Test).

... or to the Course Menu

South Carolina General Services			CLARITYnet™
Course Menu - HAZCOM (Hazard Communication): Identifying the Dangers (Vid)			Return Logout
Select one of the options below.			
Options	Time (hh:mm)	Status	
<b>Introduction</b>			
<a href="#">Introduction to HAZCOM Training</a>	00:00	Not Started	
<b>Module</b>			
<b>Finding Chemical Information</b>			
<a href="#">OSHA's Hazard Communication Standard</a>	00:00	Not Started	
<a href="#">Material Safety Data Sheets (MSDS)</a>	00:00	Not Started	
<a href="#">Labels</a>	00:00	Not Started	
<a href="#">Self-Check</a>	00:00	Not Started	
<b>Understanding Chemical Hazards</b>			
<a href="#">Chemical Properties</a>	00:00	Not Started	<b>Sub-Modules</b>
<a href="#">Chemical Hazards</a>	00:00	Not Started	
<a href="#">Chemical Exposure</a>	00:00	Not Started	
<a href="#">Self-Check</a>	00:00	Not Started	
<b>Working Safely Around Chemicals</b>			
<a href="#">Safe Work Practices</a>	00:00	Not Started	
<a href="#">Personal Hygiene</a>	00:00	Not Started	
<a href="#">Self-Check</a>	00:00	Not Started	
<b>Course Self-Check</b>			
<a href="#">Begin Test</a>	00:00	Not Started	

5. Start with the first module (top of page) and proceed in order down the Menu through each of the sub-modules.

Examples: Module 2 – Finding Chemical Information

Sub-Module 1 (for Module 3 Understanding Chemical Hazards) – Chemical Properties

**TROUBLE – Pop-Up Blocker:** If you try selecting a sub-module or test and get a Course is in progress message, or the computer appears to lock up,

South Carolina General Services		CLARITYnet™
Office Safety (Video)		www.coastal.com
Course is in progress		

...your Pop-Up Blocker is on. You can temporarily override it.

- Press the Control Key down while making the sub-module / test selection and keep holding it down until the page loads

Note: Information Services recommends keeping Pop-Up Blocker On

## CONTROLS:

### Story Board

**Exit** – Returns you to Course Selection page  
**Nar** – Shows or Hides written narration (bottom of storyboard)  
**Next** – Advances you to the following storyboard (required when audio narration stops)  
**On / Off** – Turns audio narration On / Off  
**Play** – Starts or Replays the audio narration (if sound is On)  
**Previous** – Moves you to the previous storyboard


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South Carolina General Services CLARITYnet

**HAZCOM (Hazard Communication): Identifying the Dangers (Vid)**

SMITH, JOHN Exit Menu Next On Play Stop Nar

Storyboard 1 of 6 in OSHA's Hazard Communication Standard (Finding Chemical Information)



Purpose of Hazard Communication Standard

- Gives employees information about chemicals in workplace

More than a decade ago, OSHA, the Occupational Safety and Health Administration adopted the Hazard Communication Standard to make sure employees have information about the chemicals they use at work.

6. The program tracks your progress status for each sub-module (i.e., Not Started, In-Progress or Completed). After completing all of the Sub-Modules in a Module, usually there will be a [Self-Check](#) (test) for that Module, which has Multiple-Choice and True-False questions.

South Carolina General Services CLARITYnet

**Course Menu - HAZCOM (Hazard Communication): Identifying the Dangers (Vid)** Return Logout

Select one of the options below.

Options	Time (hh:mm)	Status
<b>Introduction</b>		
<a href="#">Introduction to HAZCOM Training</a>	00:06	Completed
<b>Finding Chemical Information</b>		
<a href="#">OSHA's Hazard Communication Standard</a>	00:09	Completed
<a href="#">Material Safety Data Sheets (MSDS)</a>	00:11	Completed
<a href="#">Labels</a>	00:00	Not Started
<a href="#">Self-Check</a>	00:00	Not Started

7. Upon completing a test, you can see your test results immediately.  
**Passing Score is 70% or better** for all tests, including Module Self-Checks.

Example: John Smith got 11 out of 15 questions correct. He passed this Module.

South Carolina General Services		CLARITYnet™ www.coastal.com
Performance Report		Logout
Module Test Performance Report		
Course Name	HAZCOM (Hazard Communication): Identifying the Dangers (Vid)	
Module Name	Finding Chemical Information	
Total Number of Questions	15	
Total Correct Answers	11	
Percentage Correct	73	
Module Status	In Progress	

Select **Review Test** to review/change your answers.

Select **Score Test** to score your current answers.

To return to the Course Menu Page, [click here](#)

Example: John Smith got 5 out of 11 questions correct for a 45% score. He did not pass this Module so he should finish all other Modules and Self-Checks then take the Course Self-Check.

South Carolina General Services		CLARITYnet™ www.coastal.com
Performance Report		Logout
Module Test Performance Report		
Course Name	HAZCOM (Hazard Communication): Identifying the Dangers (Vid)	
Module Name	Understanding Chemical Hazards	
Total Number of Questions	11	
Total Correct Answers	5	
Percentage Correct	45	
Module Status	In Progress	

Select **Review Test** to review/change your answers.

Select **Score Test** to score your current answers.

To return to the Course Menu Page, [click here](#)

8. If you pass ALL Module Self-Checks, you do not have to take the Course Self-Check at the end of the course. However, if upon completing all Modules you did not pass one or more Module Self-Checks, you are required to take and pass the Course Self-Check.

Select one of the options below.

Options	Time (hh:mm)	Status
<b>Introduction</b>		
<a href="#">Introduction to HAZCOM Training</a>	00:06	Completed
<b>Finding Chemical Information</b>		
<a href="#">OSHA's Hazard Communication Standard</a>	00:09	Completed
<a href="#">Material Safety Data Sheets (MSDS)</a>	00:07	Completed
<a href="#">Labels</a>	00:11	Completed
<a href="#">Self-Check</a>	00:05	In Progress
<b>Understanding Chemical Hazards</b>		
<a href="#">Chemical Properties</a>		Completed
<a href="#">Chemical Hazards</a>		Completed
<a href="#">Chemical Exposure</a>		Completed
<a href="#">Self-Check</a>		In Progress
<b>Working Safely Around Chemicals</b>		
<a href="#">Safe Work Practices</a>	00:09	Completed
<a href="#">Personal Hygiene</a>	00:04	Completed
<a href="#">Self-Check</a>	00:02	Mastered
<b>Course Self-Check</b>		
<a href="#">Begin Test</a>		Not Started

If Did Not Pass  
One Module  
Self-Check

Need to Take Test

9. After completing this test, you will be told how well you did.

**Passing Score is 70% or better.**

Example: John Smith got 28 out of 30 questions correct. He passed with a 93% score ....

Select **Review Test** to  
review/change your answers.

Select **Score Test** to score  
your current answers.

To return to the Course Menu  
Page, [click here](#)

## Module Test Performance Report

Course Name	HAZCOM (Hazard Communication): Identifying the Dangers (Vid)
Module Name	Course Self-Check
Total Number of Questions	30
Total Correct Answers	28
Percentage Correct	93
Module Status	Mastered



## Course Menu - HAZCOM (Hazard Communication): Identifying the Dangers (Vid

Return

Logout

Select one of the options below.

## Options

Return - to Select Next Course

## Introduction

[Introduction to HAZCOM Training](#)

00:06

Completed

## Finding Chemical Information

[OSHA's Hazard Communication Standard](#)

00:09

Completed

[Material Safety Data Sheets \(MSDS\)](#)

00:07

Completed

[Labels](#)

00:11

Completed

[Self-Check](#)

00:05

In Progress

## Understanding Chemical Hazards

[Chemical Properties](#)

00:02

Completed

[Chemical Hazards](#)

00:10

Completed

[Chemical Exposure](#)

00:12

Completed

[Self-Check](#)

00:06

In Progress

## Working Safely Around Chemicals

[Safe Work Practices](#)

00:09

Completed

[Personal Hygiene](#)

00:04

Completed

[Self-Check](#)

00:02

Mastered

## Course Self-Check

[Begin Test](#)

70% or More = PASSED

Mastered

Select **Return** to go back to the **Courses** page.

## Courses

Return

Logout

## User Profile

SMITH, JOHN (SMITH1234)

Site Clarity Site (Default)

Select one of the options below.

Logout - to Exit the Program

Courses	Version	Category	Time	Status
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Teaches the student which movements cause back injury, which everyday activities may indirectly affect back mishaps, and how to prevent personal back injury, regardless of the environment.				
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Fire Safety explains in detail how various elements contribute to a fire, the different types of fire, fire prevention measures, and emergency response to fire.				
<a href="#">HAZCOM (Hazard Communication): Identifying the Dangers (Vid</a>	4.2			Mastered
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<a href="#">Industrial Trucks (Forklift) Certification (Video)</a>	4.1a	Safety	00:00	Not Started
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<a href="#">Ladder (&amp; Stairway) Safety (Video)</a>	4.1a	Safety	00:00	Not Started

Passed &amp; Date Next Due

May 23, 2009

Upon successfully completing a course, the program will indicate the date you are next due to take refresher training, if required.

Select another course or **Logout** to exit the program.

## **TROUBLE - FAILURE TO LOGOUT**

If you fail to log out properly (i.e., you closed the internet by mistake), you will have to override when you attempt to log in next time. Select **Override Login**.

South Carolina General Services



Override



Login Attempt Failed - "User ID" In Use

Override Login

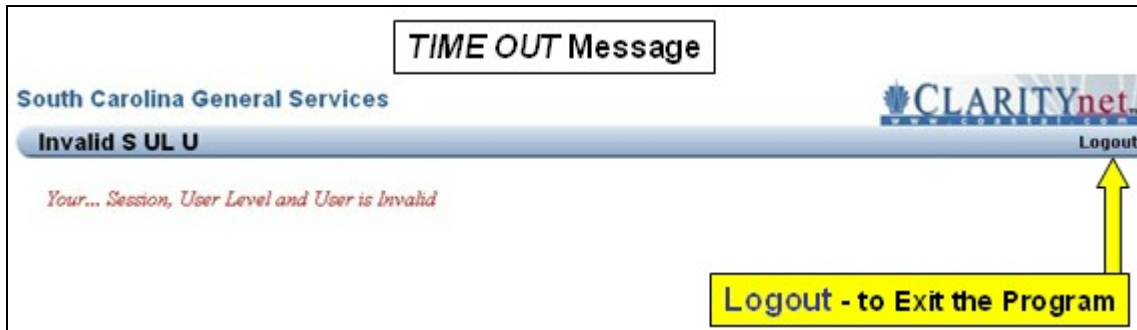
**Note:**

- ♦ Select the 'Override Login' Button only if you had previously exited a session without logging out.
- ♦ In case you are already logged in, please do not try again without logging out first.
- ♦ You will be automatically logged out if no activity is detected for ONE HOUR
- ♦ It is highly recommended that you logout instead of timing out.

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## **TROUBLE - TIMEOUT**

If you take no action and sit idle too long, you will have to Log Out then Log In again.



**BOOKMARK** – If at anytime you have to exit the course before you finish and then log back in later, the program asks you, “Would you like to return to your bookmark?”

- If you select ***Bookmark***, the program starts on the same page where you stopped.
- If you select ***Course Menu***, the Course Menu will appear and you should begin with the sub-module “In Progress” or the first one as “Not Started.”

